

TRANSITION COORDINATOR, TWC ACCELERATE TEXAS GRANT

GENERAL STATEMENT:

Work collaboratively to develop and strengthen student recruitment, referral, and transition processes with college, workforce centers, and relevant businesses and community organizations. Work closely with each student coordinating transitions to postsecondary education, training, and/or employment. Continuous tracking of each student for progress. Enhance existing programs and develop new programs designed to increase overall student enrollment, retention, performance, and completion rates.

REPORTS TO:

Director of Adult Education, ESL, AND EL CIVICS

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's Degree in Higher Education Psychology, Counseling or related field.

LICENSE OR

CERTIFICATION:

Texas LPC preferred; Certifications in literacy assessments TABE, Best Plus, GAINS required; Certification in *Navigating Pathways to Opportunity* required.

EXPERIENCE:

Three (3) years' experience as AEL instructor required. .

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Coordinate the full scope of Integrated Career Awareness (ICA) principles created by the Texas Adult Education Career Pathways Project for student transition into postsecondary education, training, and/or work.
- Coordinate and facilitate new student information sessions, intake/application, registration and orientation.
- Work with students individually providing assistance in all areas related to transition: goal setting, career research and planning; labor market information, workforce training; job readiness, employment search and placement; college planning and admissions, financial aid processes, funding sources, etc.
- Provide assistance to students and instructors to problem solve issues that arise related to progress towards academic goals, persistence, attendance, etc.
- Maintenance of all student portfolios, advising logs, and documentation related to student outcomes.
- Establish and maintain direct communication with each student, instructor, and program partner.
- Establish and maintain effective working partnerships with key stakeholders, such as college departments, workforce centers, and relevant business and community organizations.
- Create resources and professional development supporting instructors and program efforts to infuse curriculum with college and career readiness skill building including ICA, and/or contextualized curriculum.
- Demonstrated ability to assist students in the navigation of educational and workforce systems and services.
- Demonstrated ability to successfully manage multiple projects concurrently; ability to work independently and/or part of a team.
- Demonstrated ability to organize/prioritize tasks and meet deadlines.
- Proficient in Microsoft Office programs, including Power Point, Word, and Excel.
- Work with compliance officer.

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- Other duties as assigned by the Director of Adult Education, ESL, EL CIVICS or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved:

Revised:

JD638